



# MIAMI BEACH

## Announcement of Open Position

### **CAPITAL IMPROVEMENT PROJECTS (CIP) DIRECTOR CIP Office**

Open: 10/15/2008 8:30 AM

Close: UNTIL FILLED\*

\*First review of applications will be on 11/24/2008

#### NATURE OF WORK

Highly responsible managerial position with complex challenges, handling an \$800 million municipal capital improvement program. Public discussion and communication is a considerable component of the position. The Director is expected to discuss the status of capital projects at all levels of development, with the governing body, senior staff, subordinate staff and the public. Contract Administration and oversight of Program Manager, Architectural/Engineering, and General Contractor Agreements are also a significant component of the position. Supervision is exercised over subordinate supervisory, administrative, technical and clerical employees.

#### MINIMUM REQUIREMENTS (Must meet all in order to qualify)

- Extensive experience of a responsible managerial and administrative nature with large capital programs or related experience in a high-level municipal or corporate management position
- Graduation from an accredited college or university with major course works in Public or Business Administration, Engineering, Architecture or equivalent
- At least five (5) years directly supervising professional-level technical and administrative staff

#### PREFERENCES

- Extensive experience in public involvement processes and communication, including well-developed public speaking skills
- Demonstrated ability to manage multiple projects, conflicting interests and priorities, and an active resident population, all in a political environment

#### TO APPLY

**Please submit resume OR Miami Beach application through the following ways:**

**E-MAIL:** [jobs@miamibeachfl.gov](mailto:jobs@miamibeachfl.gov)

Applications can be downloaded from the City's website [www.miamibeachfl.gov](http://www.miamibeachfl.gov)

**IN PERSON:** Monday through Thursday, 8:30 a.m. – 5:00 p.m. (EXCLUDING HOLIDAYS),  
Miami Beach City Hall, Human Resources Department, 3<sup>rd</sup> Floor

**BY MAIL:** Miami Beach City Hall  
Human Resources Department  
1700 Convention Center Drive  
Miami Beach, FL 33139

**(Mailed applications should be received by the closing date specified on the job announcement)**

FAXES NOT ACCEPTED. Due to the volume of applications we are unable to verify the status of your application. We are only able to verify receipt of the application. Interviews are conducted by the hiring department. Interviews are not guaranteed to any applicant. Applications will be valid for one year from the closing date of recruitment.

CLASS NO: 3015  
UC NO: 08-UO-1-448

EOE/AA/ADA/VET PREF